



CASH

West Manheim Twp. Police Dept.

Property Manual



1 Photograph or photocopy cash and record serial numbers if necessary for case. Second person should verify count, if possible.



2 Place in size "B" envelope. Package separately from other types of property. If amount is \$20 or more, log separately from other property to maintain integrity. Amounts less than \$20, separate log is optional.



3 Seal with evidence tape and affix tag to front with clear tape. Tag should reflect total monetary amount. Person verifying count should also sign /date evidence tape.

Points of Interest

- Record cash by denominations on property log and tag if relevant to case.
- Special storage considerations may be necessary for large sums of cash, consult Property Officer.
- Coin wrappers may be appropriate for large sums of coins.
- If cash is Prisoner Property, make every effort to return it to prisoner/prisoner facility upon release. Prisoner should sign Property Receipt, if possible.
- Exceptions to packaging may apply if cash is proceeds of bank robbery, counterfeit, etc. Consult with District Attorney or appropriate agency if necessary.